

AE OPERATIONS DELIVERY ORDER/MOD CHECKLIST

	BACKUP DOCUMENTS & JUSTIFICATION	* TECH REVIEW	KO NOTES
1	THIS CHECKLIST		
2	BLUE FORM		
3	DD1155/SF30 AWARD (CITE APPROPRIATE DFAS OFFICE)		
4	PR&C /MIPR (FUNDING)		
5	SCOPE OF WORK (INCLUDE REVISED)		
6	GOV'T ESTIMATE(S) (CHECK CURRENT YEAR RATES OR, IF MOD, RATES FROM D.O. YEAR) (INCLUDE REVISED)		
7	REQUEST FOR PROPOSAL		
8	AE PROPOSAL(S) (CHECK CURRENT YEAR RATES OR, IF MOD, RATES FROM D.O. YEAR) (INCLUDE REVISED)		
9	PRICE NEGOTIATION MEMO (a) 6% Statutory Requirements (b) Man-hour comparison (c) Task \$ Comparison		
10	350 (over \$25,000)		
11	DISTRIBUTION		
12	REASON AE SELECTED FOR THIS D.O. (EFARS 36.601-3-90(h))		
13	JUSTIFICATION FOR MOD		
14	CONTRACT FILE		

* CHECK

PROCUREMENT TECHNICIAN:

DATE:

IS CONTRACT EXPIRED?

NOTES/COMMENTS: _____

AE OPERATIONS DISTRIBUTION CHECKLIST

RECEIVING OFFICE OR PERSON

**NO. OF COPIES
SENT**

**DATE
SENT**

**ARCHITECT-ENGINEER
(SHOULD RECEIVE ORIGINAL)**

DESIGN MANAGER

IF INSTALLATION ACTION

(a) Installation Design Manager

(b) Installation Finance Office

(c) DFAS office (paying office)

AE PERSONNEL

(a) Copy for Tech

(b) Copy for KO (Contracting Officer)

**OTHER DISTRIBUTION AS REQUIRED
(please note individual or office)**

rev: 01/11/02